



COUNTY OF ERIE - DEPARTMENT OF PERSONNEL
invites applications for the position of:

Chief Stationary Engineer #67-765 OPEN

SALARY: \$36,712.00 - \$48,252.00 Annually

OPENING DATE: 04/15/15

CLOSING DATE: 05/06/15

DESCRIPTION:

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. The eligible list resulting from this examination will be used to fill future vacancies at the Department of Public Works.

A promotion examination will be held at the same time as this examination. The list resulting from the promotion examination will be used first but appointments from this open competitive examination are anticipated. Use of the list may be suspended after it is one year old for any position which it is practical to fill through a new promotion examination

EXAMPLES OF DUTIES:

- A *Chief Stationary Engineer* supervises the operation, maintenance and repair of heating and power plant of a County building or institution;
- Supervises the operation, maintenance and repair of heating, generating systems, refrigeration, hot water, laundry, fire fighting, and elevator equipment;
- Supervises stationary engineers, maintenance mechanics, and other personnel;
- Schedules shifts and heating operations; determines order in which repairs will be made and lays out repair programs and inspects results of such work;
- Makes regular inspections of building and equipment to see that efficient operations are maintained and safety regulations are met;
- Supervises the operation of heating plant; starting and stopping of equipment; observing meters and gauges; and manipulating valves and other controls to regulate flow of water and fuel to meet need for steam;
- Supervises and operates Energy Management Systems;
- Supervises the implementation of preventative maintenance programs for areas supervised;
- Supervises the adjustment of fuel feeds; velocity, location and volume of air, and computes combustion efficiency, and chemically treats boiler feed water to prevent boiler deposits;
- Directs operation of refrigeration, air conditioning, and generating equipment, and installations of equipment interpreting blueprints and specifications;
- Assigns and supervises workers; makes out schedules; trains and instructs workers in procedures; maintains attendance records;
- Maintains records of temperatures, operating log of fuel consumed, steam produced and evaporated and other related reports;
- Confers with administrative officer on requisitions, supplies, and equipment;
- Accompanies boiler safety, and insurance inspectors in the plant and buildings.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A. Graduation from high school or possession of a high school equivalency diploma and completion of a recognized training engineering, supplemented by three years of experience in energy management systems including the operation of a pressure vessel, steam, hot water heating system, which must have included the operation and maintenance of chiller plant, diesel generators, pumps, air-conditioning equipment and general building maintenance; one year which included supervisory* experience, or:
- B. Graduation from high school or possession of a high school equivalency diploma, supplemented by four years of experience in the operation of a pressure steam or electric plant; two years of experience in energy management systems including the operation of a pressure vessel, steam, hot water heating system, which must have included the operation and maintenance of chiller plant, diesel generators, pumps, air-conditioning equipment and general building maintenance; one year which included supervisory* experience, or:
- C. Elementary education, supplemented by six years of experience in energy management systems including the operation of a pressure vessel, steam, hot water heating system, which must have included the operation and maintenance of chiller plant, diesel generators, pumps, air-conditioning equipment and general building maintenance; one year which included supervisory* experience, or:
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

SPECIAL REQUIREMENTS:

Possession of a Chief Stationary Engineer's License, issued by the Board of Engineer's Examiners of the City of Buffalo, at the time of permanent appointment; and

All applicants must possess a Universal C.F.C. Certification prior to completion of probationary term

NOTES: 1. *Supervision – Responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional. 2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements. 3. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Notice to Candidates:

**Transcripts will now be accepted by the Department of Personnel ONLY at time of application.
All subsequent transcripts must be submitted at time of interview.**

SUPPLEMENTAL INFORMATION:

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED
APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

**EXAMINATION DATE
JUNE 6, 2015**

**APPLICATIONS MUST BE
POSTMARKED BY
May 6, 2015**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1. **OPERATION, MAINTENANCE AND REPAIR OF STEAM-GENERATING SYSTEMS INCLUDING RELATED MECHANICAL AND ELECTRICAL EQUIPMENT:** These questions test for knowledge of the operating principles involved in various types of steam boilers and their accessories; the proper operating practices used when working with steam generating systems; and the functions of the various types of auxiliary mechanical and electrical equipment found in steam generating systems.

2. ENERGY MANAGEMENT, CONSERVATION AND ENVIRONMENTAL AND SAFETY CONCERNS: These questions test for knowledge of the principles and practices involved in conducting building and facility energy management programs, including the application of appropriate energy efficiency and conservation methods, environmental controls, and safe operating practices.
3. REVIEW AND INTERPRETATION OF PLANS AND SPECIFICATIONS AND PREPARATION OF ESTIMATES: These questions test for the ability to read and analyze various types of technical drawings, plans, and written specifications; and the ability to calculate cost and material quantity estimates.
4. AIR CONDITIONING AND REFRIGERATION SYSTEMS: These questions test for knowledge of the operating principles and practices involved in air conditioning and refrigeration systems; characteristics of various refrigerants; the refrigeration cycle; and proper maintenance and upkeep of air conditioning systems and their related components.
5. OPERATION AND MAINTENANCE OF HEATING AND VENTILATING SYSTEMS INCLUDING STEAM DISTRIBUTION: These questions test for knowledge of the operating principles and practices involved in steam heating and air handling systems including ventilation equipment, temperature controllers, and typical steam heating and heat distribution methods and equipment.
6. MECHANICAL AND ELECTRICAL TRADES: These questions test for knowledge of the principles and practices involved in installing, operating, maintaining, and repairing various types of electrical and mechanical equipment used in heating and ventilating systems.
7. SUPERVISION: These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)
INFORMATION FOR CANDIDATES

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. ****For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie**

County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.** The Cross-Filer Form is found online at: www2.erie.gov/employment/index.php?q=applications or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application. Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

****IMPORTANT APPLICATION FEE –
READ CAREFULLY****

A \$20.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "Erie County Civil Service".

This examination is prepared and rated by the New York State Department of Civil Service,
and held in compliance with the New York State Civil Service Law
and the rules and regulations of the New York State Department of Civil Service.